

24 NOV 1976

MEMORANDUM FOR: Deputy Director for Administration

THROUGH : [REDACTED]
AC/Information Systems Analysis Staff

STATINTL

FROM : [REDACTED]
Chief, Micrographics Program Branch

STATINTL

SUBJECT : WAE Personnel for File Preparation

REFERENCE : Memo for DDA from C/MPB, same subject, dated
15 February 1976 (DDA 76/1164)

1. Paragraph four contains a recommendation for your approval.

2. Referent memorandum discussed a problem which existed in the conversion of paper records to microfilm, and made a recommendation that was approved. This recommendation was to hire handicapped people on a WAE contract to prepare files for micro-filming. Unfortunately, the Office of Personnel has been unable to recruit handicapped people to fill these positions, because the individuals with physical handicaps such to enable them to perform the functions were only interested in full-time employment.

3. The problem of file preparation still exists. Hundreds of cubic feet of files approved for microfilming cannot be filmed because manpower is not available for the necessary file preparation. The P&PD/OL has funds available in both FY77 and FY78 Budgets for this purpose.

4. Your approval is requested to waive the handicapped requirement and allow P&PD to hire non-handicapped people on a WAE contract to do the file preparation tasks outlined in referent memorandum. Of course, if handicapped people suitable for these tasks are found, they would still be given top priority.

STATINTL

Attachment: Referent

CONCUR:

SUBJECT: WAE Personnel for File Preparation

CONCURRENCE:

STATINTL

[REDACTED]

Chief, Printing & Photography Division

1/7/77
Date

APPROVED:

[REDACTED]

John F. Blake
Deputy Director for Administration

STATINTL

1/12/77
Date

DISAPPROVED:

John F. Blake
Deputy Director for Administration

Date

Distribution:

Original - MPB (815 Ames)
2 - DDA *subj.*
1 - ISAS
1 - P&PD

ORIG: ISAS/MPB, [REDACTED] BB/2761/24 November 1976

STATINTL

** Concern, but will still try to fill with handwritten.
We have one in process - another project.*

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Approved For Release 2001/07/30 : CIA-RDP79-00498A000500140005-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Registry

File Personnel-15

FROM:

EXTENSION

NO.

STATINTL

C/MPB

DDA 77-01741

STATINTL

815 Ames Bldg.

DATE
17 November 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AC/ISAS
7C18 Headquarters

11/24

20/24

1. For concurrence

2.

AI/DDA
7C18 Headquarters

11/26

18

3. For concurrence

3.

C/P&PD/OL
154 P&PD

11/7

C

4. For approval

4.

DDA
7D18 Headquarters

12 Jan

by

5.

6.

C/MPB
815 Ames Bldg.4-6 Make sure that
the W&S's are aware
of the DDA's policy
re summer only.

7.

8.

9.

10.

11.

12.

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14.

15.

12 JAN 1977

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STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. [REDACTED]	11 JAN 1977	g
2			
3	Mr. Malanick		ly
4			
5	Mr. Blake		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
DDA 77-0174			
Remarks:			
<p>Wanted handicapped for microfilming job. None available who could function. Ask OK to get non-handicapped on WAE basis.</p> <p>RFZ</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED		CONFIDENTIAL	SECRET

Approved For Release 2001/07/30 : CIA-RDP79-00498A000500140005-6

FEES 76-612

19 FEB 1976

MEMORANDUM FOR: Deputy Director for Administration
THROUGH : Chief, Information Systems Analysis Staff *exp.*
SUBJECT : WAE Personnel for File Preparation

1. This memorandum addresses a problem which exists in the conversion of paper records to microfilm and makes a recommendation for your approval. Such recommendation is contained in paragraph 6.

2. Background

The preparation of records for microfilming encompasses several time consuming tasks which must be performed by the user. These tasks include:

- Purging extraneous pages and extra copies from each file
- Removing staples
- Mending torn pages
- Prearranging pages into the order in which they are to appear on the microfilm
- Counting pages for each microfiche
- Typing microfiche title cards
- Packaging and mailing the documents to Printing and Photography Division

3. Problem

Every day I am being made more aware that the labor intensive steps involved in preparing files for microfilming are seriously impeding component efforts to convert records to microfilm. File preparation is holding more and more potential micrographics customers back. It is also holding back the customers who are already committed to microfilming but who are unable to move ahead with their conversion plans because they don't have the manpower necessary to do this important front-end work.

4. Alternatives

Three alternatives were considered:

a. Do nothing. The consequences would be to let records destined for microfilming continue to stack up in scarce office space.

b. Allow P&PD to hire and supervise a cadre of When Actually Employed (WAE) file preparers who would move from office to office assisting components in file preparation tasks.

c. Recommend that components with file preparation problems hire their own WAE personnel for this job. This would probably be less efficient than b. The hiring component would have to train and supervise these people and they would be available only to that office. In addition to losing the use of their skills elsewhere, there would be some extra training effort as each office tries to train their own WAE's.

5. Coordination

MPB has discussed with OL/P&PD and the Agency coordinator for employing the handicapped the possibility of hiring handicapped people for this job. All feel that the project has merit and is indeed feasible.

6. Recommendations

Alternative 4b is recommended. Your approval is requested to allow P&PD to hire and supervise a cadre of WAE file preparers who will

-3-

move from office to office assisting components in file preparation tasks. Initially, four such people should be hired at approximately \$4.00 per hour for a four and one-half month trial period. Ten thousand dollars can be reprogrammed from ISAS FY-76 funds for this purpose.

STATINTL

Chief, Micrographics Program Branch

STATINTL

CONCUR:

C/ISAS

22 February 1976
Date

STATINTL

C/P&PD/OL

3/8/76
Date

STATINTL

APPRO

18 April '76
Date

DISAP

Date

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Register

FROM:

EXTENSION

NO.

File Personnel-15

DATE

19 FEB 1976

STATINTL

C/MPB

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/ISAS
7C18 Hqs.

19 FEB 1976

EX

1. For concurrence

2. AI/DDA
7C18 Hqs.

3/3/76 B

3. C/P&PD/OL
154 P&PD

3/8 KCC

3. For concurrence

4. DDA
7D18 Hqs.

18 MAR 1976

7

4. For approval

5.

6. C/MPB
710 Magazine

3/19/76

2 To 344:

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14.

15.

As I understand it:

2. Money is available for this.

b. The proposal is to have handicapped individuals, with these points in mind, if favor the proposal. B.

AI/DDA

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FORM 62

610

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